



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

ARNOLD SCHWARZENEGGER, Governor

WAYNE STRUMPFER, Acting California Corporations Commissioner

SUNNE WRIGHT MCPEAK, Agency Secretary

Release Date: October 5, 2005

CLASSIFICATION: Associate Information Systems Analyst
1 position - Sacramento

FINAL FILING DATE: October 19, 2005 or Until Filled

SALARY: \$4316-5247

POSITION LOCATION: 1515 K Street, Ste: 200, Sacramento

DUTIES AND RESPONSIBILITIES – Under the direction of the Director of Education and Outreach, Department of Corporations (DOC), the Associate Information Systems Analyst (AISA) is responsible for working with the Webmaster to maintain DOC's website; designs and maintains web pages for DOC's various divisions; assists in a Department-wide redesign of the entire website, and holds primary responsibility for ongoing maintenance. The AISA will help create collateral materials such as posters and tri-fold brochures for specific outreach programs; coordinate, implement and managing the Education and Outreach website, along with providing major assistance in the Department's website redesign project. The AISA is also responsible for assisting with various projects within the Information Technology Office as needed.

DESIRABLE QUALIFICATIONS

- ◆ Motivated Self Starter.
- ◆ Experience with website design and maintenance and graphic design for print materials.
- ◆ Ability to multi-task.
- ◆ Ability to communicate well both orally and in writing.
- ◆ Dependable, able to adjust to shifting priorities and varied work schedule.

WHO MAY APPLY – State employees who are currently at the Associate Information Systems Analyst level, those within transfer range or individuals with list eligibility who are reachable (in the top three ranks) are encouraged to apply. If you have any questions regarding the position, please contact Andrew Roth at (916) 327-7164 or CalNet 8-467-7164.

PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW. (Please include your social security number for eligibility verification and indicate **RPA# 04-OMB0061** under the job title).

SUBMIT APPLICATION AND RESUME TO:

Department of Corporations
Human Resources Office
Attention: Kiley Hanchen (RPA#04-OMB0061)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 327-8914 or CALNET 8-467-8914

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